

CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 1	
A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>	
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor	
1. Data Item No A001		2. Title of Data Item GFP Annual Report		3. Subtitle	
4. Authority		5. Contact Reference IAW G.4/CLA.4528		6. Requiring Office AMQ-240	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Annual	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution	
14. REMARKS: Block 12 – After assuming full performance, report is due on September 15, 2005. Block 13 – Subsequent reports are due on September 15 th of each subsequent year.				a. Addressee	c. Final Copies Hard Copy Elec Copy
				AMQ-240	1 1
				16. Total	1 1
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04		I. Approved By: Jacqueline M. Seaman	
				J. Date: 5/5/04	

CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 1	
A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>	
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor	
1. Data Item No A002		2. Title of Data Item Direct Hourly Labor Rate Report		3. Subtitle	
4. Authority		5. Contact Reference IAW H.6/Cla.0125		6. Requiring Office AMQ-240	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Quarterly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution	
14. REMARKS: Block 12 – After assuming full performance, report is due on the 10 th of the month following the first quarterly period. Block 13 – Subsequent reports are due on the 10 th of the month following each quarterly reporting period.				a. Addressee	c. Final Copies Hard Copy Elec Copy
				AMQ-240	1 1
				16. Total	
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04		I. Approved By: Jacqueline M. Seaman	
				J. Date: 5/5/04	

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D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor													
1. Data Item No A003		2. Title of Data Item Contract Employee Listing		3. Subtitle													
4. Authority		5. Contact Reference IAW H.22/Cla.4554(g)		6. Requiring Office AMQ-240/AMI-100/AMC-700													
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Semi-Annually	11. As of Date (AOD) Date of assuming full performance												
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution													
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th of the month following the first semi-annual period. Block 13 – Subsequent reports are due on the 5 th of the month following each semi-annual reporting period.				a. Addressee	c. Final Copies <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 2px;">Hard Copy</th> <th style="width: 50%; padding: 2px;">Elec Copy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">AMQ-240</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">AMI-100</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">AMC-700</td> <td style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="padding: 5px;">16. Total</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	Hard Copy	Elec Copy	AMQ-240	1	AMI-100	1	AMC-700	1	16. Total			3
Hard Copy	Elec Copy																
AMQ-240	1																
AMI-100	1																
AMC-700	1																
16. Total																	
	3																
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04	I. Approved By: Jacqueline M. Seaman		J. Date: 5/5/04												

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A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>	
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor	
1. Data Item No A004		2. Title of Data Item Employee Changes		3. Subtitle	
4. Authority		5. Contact Reference IAW H.22/CLA.4554(g)(1)		6. Requiring Office AMC-700	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution	
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th day following the monthly reporting period. Block 13 – Subsequent reports are due on the 5 th day following the monthly reporting period.				a. Addressee	c. Final Copies Hard Copy Elec Copy
				AMC-700	1 1
				16. Total	2
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04		I. Approved By: Jacqueline M. Seaman	
				J. Date: 5/5/04	

CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 2	
A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>	
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor	
1. Data Item No. A005		2. Title of Data Item Vacancy Report		3. Subtitle	
4. Authority		5. Contact Reference PWS 1.2.1.4		6. Requiring Office AMI-100	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Weekly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution	
14. REMARKS: Block 12 – After assuming full performance, report is due on the following Monday. Block 13 – Subsequent reports are due every Monday thereafter. Format to include the following: Current Vacancies Vacancy Information Section Task Number COTR Name Skill Level Date Notified of Vacancy Target Date to be Filled By No. of Days Delinquent Status Task Leader Name Summary Section Total No. of Positions Filled No. of Positions to be Filled Past Due Percent of Positions to be Filled Past Due Filled Vacancies Vacancy Information Section Task Number COTR Name Skill Level Date Notified of Vacancy Target Date to be Filled By No. of Days Delinquent No. of Days Filled Prior to Target Date Status Task Leader Name				a. Addressee	c. Final Copies Hard Copy Elec Copy
				AMI-100	1
				Multiple COTRs	1
(Continued on Page 2)				16. Total	2
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04	I. Approved By: Evelyn K. Bachman		J. Date: 5/5/04

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A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>	
D. System/Item CSC Support Services		E. Contract/PR No.		F. Contractor	
1. Data Item No A006		2. Title of Data Item Training Report		3. Subtitle	
4. Authority		5. Contact Reference PWS 1.2.1.6		6. Requiring Office AMI-100	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution	
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th day following the monthly reporting period. Block 13 – Subsequent reports are due on the 5 th day of each month following each monthly reporting period. Format to include the following: Identification Section Report Title Contract Number Reporting Period Training Information Section Organization Task Number Contract Employee Name Course Name Purpose of Training Summary of Training by Organization Section Organization No. of Employees No. of Courses Total Summary of Training Year to Date Section Month No. of Employees No. of Courses Total				a. Addressee	c. Final Copies Hard Copy Elec Copy
				AMI-100	1
				Multiple COTRs	
				16. Total	1
G. Prepared By: Phyllis Townsley		H. Date: 5/5/04		I. Approved By: Evelyn K. Bachman	
				J. Date: 5/5/04	

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A. Contract line Item No		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>	
D. System/Item CSC Services		E. Contract/PR No.		F. Contractor	
1. Data Item No A007		2. Title of Data Item Premium Hour Report		3. Subtitle	
4. Authority		5. Contact Reference PWS 1.2.4(d)		6. Requiring Office Various	
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution	
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th day following the monthly reporting period. Block 13 – Subsequent reports are due on the 5 th day of each month following each monthly reporting period. Format to include the following: Identification Section Task Number Reporting Period COTR Name Task Leader Name Premium Hour Section Contract Employee Name Skill Level Total Premium Hours Authorized Total Premium Hours Used (Year to Date) Total Premium Hours Remaining Premium Hours Requested this Month Reason and Project/System Summary of Premium Hours Used by Month				a. Addressee	c. Final Copies Hard Copy Elec Copy
				Multiple COTRs	1
				16. Total	Multiple
G. Prepared By: Phyllis Townsley		H. Date: 5/5/04		I. Approved By: Evelyn K. Bachman	
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D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor									
1. Data Item No A008		2. Title of Data Item Contract Funds Status Report		3. Subtitle CFSR									
4. Authority		5. Contact Reference PWS 1.2.14		6. Requiring Office AMQ-240									
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required		10. Frequency Monthly	11. As of Date (AOD) Date of assuming full performance								
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14		15. Distribution									
14. REMARKS: Block 12 – After assuming full performance, report is due on the 10 th of each month. Block 13 – Subsequent reports are due on the 10 th of each month. Format to include the following for each task: a. Contract obligated amount (broken out by modifications) b. Total amount invoiced (break out cost of each effort) c. Funds remaining d. Open commitments (to be invoiced) e. % spent of obligated amount f. Forecast expenditures g. Forecast overage/shortage Contract format acceptable. Initial submittal requires Government approval to ensure format provides complete data.				a. Addressee AMQ-240	c. Final Copies <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="padding: 5px;">Hard Copy</th> <th style="padding: 5px;">Elec Copy</th> </tr> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="text-align: center; padding: 5px;">1</td> </tr> <tr> <td colspan="2" style="padding: 5px;">16. Total</td> </tr> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="text-align: center; padding: 5px;">1</td> </tr> </table>	Hard Copy	Elec Copy	1	1	16. Total		1	1
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				TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>	
D. System/Item IT Support Services		E. Contract/PR No.		F. Contractor	
1. Data Item No A009		2. Title of Data Item Project Tracking Executive Summary			3. Subtitle
4. Authority		5. Contact Reference PWS 5.1.2			6. Requiring Office Various
7. DD 250 Req'd No	8. APP Code	9. Distribution Statement Required			10. Frequency Monthly
					11. As of Date (AOD) Date of assuming full performance
12. Date of First Submission See Block 14		13. Date of Subsequent Submission See Block 14			15. Distribution
14. REMARKS: Block 12 – After assuming full performance, report is due on the 5 th day following the monthly reporting period. Block 13 – Subsequent reports are due on the 5 th day of each month following each monthly reporting period. Format to include the following: Project Information Section Project Name Project Leader Phone Review Period Starting Review Period Ending Project Status Section Schedule Resource Utilization Budget Training Risks Issues and Corrective Actions Section				a. Addressee	c. Final Copies
					Hard Copy
				Multiple COTRs	1
				16. Total	Multiple
G. Prepared By: Cheryl Edmondson		H. Date: 5/5/04		I. Approved By: Evelyn K. Bachman	
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